Excellence-Solutions Limited
"Innovators in education"

Health and Safety Policy

Excellence-Solutions Limited

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1. Purpose

Excellence-Solutions Limited is committed to providing a safe and healthy environment for all staff, learners, visitors and contractors.
This policy outlines the organisation's approach to managing health and safety in accordance with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

The organisation will take all reasonably practicable steps to ensure the health, safety and welfare of individuals affected by its activities.

2. Scope

This policy applies to:

- employees
- learners (including apprentices)
- contractors
- employers hosting learners
- visitors to organisational premises.

The policy covers activities undertaken:

- on organisational premises
- during off-site training activities
- within employer workplaces where learners undertake training or work placements.

3. Health and Safety Policy Statement

Excellence-Solutions Limited is committed to:

- providing safe working and learning environments
- identifying and managing health and safety risks
- preventing accidents, injuries and work-related illness
- providing information, instruction and training where required
- consulting with staff and learners on health and safety matters
- reviewing and improving health and safety arrangements regularly.

4. Responsibilities

Director has overall responsibility for health and safety within the organisation and will ensure that:

- appropriate health and safety arrangements are implemented
- risk assessments are carried out where required
- staff receive appropriate health and safety training
- incidents and accidents are properly reported and investigated.

Managers and Tutors are responsible for:

- ensuring safe practices within their areas of responsibility
- identifying hazards and reporting risks

- ensuring learners understand health and safety procedures
- ensuring accidents and incidents are reported promptly.

Staff must:

- take reasonable care for their own health and safety and that of others
- follow health and safety procedures
- report hazards, accidents or unsafe conditions
- cooperate with the organisation on health and safety matters.

Learners are expected to:

- follow health and safety instructions provided by staff or employers
- behave responsibly and avoid unsafe actions
- use equipment safely and only as instructed
- report accidents, hazards or safety concerns immediately.

5. Risk Assessment

Excellence-Solutions Limited will conduct suitable and sufficient risk assessments for activities carried out within the organisation.

Risk assessments will:

- identify potential hazards
- assess the likelihood and severity of risks
- identify appropriate control measures.

Risk assessments will be reviewed periodically or when significant changes occur.

6. Training and Induction

Health and safety information will be provided through:

- staff induction programmes
- learner induction sessions
- training and guidance provided by managers or tutors.

Staff may receive additional training where their role involves specific risks or responsibilities.

7. Accident and Incident Reporting

All accidents, incidents and near misses must be reported to a member of staff or management as soon as possible.

Serious incidents will be investigated to identify causes and prevent recurrence.

Where required, incidents will be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

8. First Aid Arrangements

The organisation will ensure that appropriate first aid arrangements are in place in accordance with the Health and Safety (First Aid) Regulations 1981.
This includes:

- trained first aid personnel
- accessible first aid equipment
- clear information on how to access assistance.

9. Fire Safety

The organisation will maintain appropriate fire safety procedures, including:

- clearly marked fire exits
- evacuation procedures
- fire safety information provided during induction.

Staff and learners must familiarise themselves with emergency evacuation procedures.

10. Workplace Safety

Excellence-Solutions Limited will take steps to ensure that equipment and work environments are safe.
This includes:

- regular maintenance of equipment
- safe use of display screen equipment
- safe manual handling practices
- appropriate management of hazardous substances where applicable.

11. Learner Health and Safety

`The organisation recognises its responsibility to protect learners, particularly younger learners and apprentices.
Measures include:

- risk assessments for training activities
- appropriate supervision
- providing guidance on safe working practices
- supporting learners who raise health and safety concerns.

12. Training Delivered on Employer Premises

Where learners undertake training or work experience at an employer's premises, the employer has primary responsibility for workplace health and safety.

However, Excellence-Solutions Limited will take reasonable steps to ensure learners are placed in safe environments.
This includes:

- confirming that employers have appropriate health and safety arrangements in place
- verifying that employers hold suitable insurance
- ensuring learners receive appropriate workplace induction
- responding to any health and safety concerns raised by learners or staff.

13. Employer Responsibilities

Employers hosting learners must:

- provide a safe working environment
- carry out appropriate risk assessments
- provide necessary supervision and training
- inform the organisation of any accidents or incidents involving learners.

14. Monitoring and Review

Health and safety arrangements will be reviewed regularly to ensure they remain effective and compliant with legislation. This policy will be reviewed annually or sooner if required.